VICKIE HASKINS is shown preparing a sandwich under the supervision of Mrs. Tawanna Lee, instructor of Food Occupations. Many career opportunities are available in the food industry for students who have the proper training.

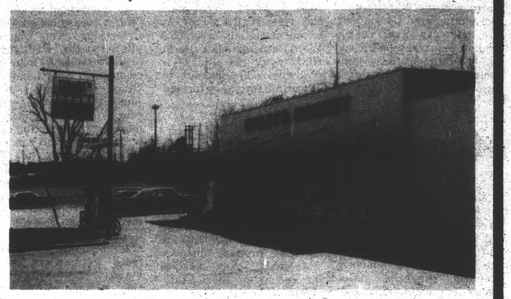
COE trains on the job

(Continued from page 13)

This year we have 15 students working in the Cooperative Office Education program. These students are placed in school offices and in several community businesses, such as Conner Insurance Company, Courtland Manufacturing Company, and the Appomattox County Extension Office. In past years our students have been trained at Amelia Dress Company, Armstrong Furniture, J.E. Sears and Company, Farmers National Bank, Farmers Home Administration, Nolen and Associates Real Estate, R. A. Parent Chiropractic Services, NAPA, and First Colony Life Insurance. These companies have provided excellent job experience that prepared our students for full-time positions after graduation.

Tolley's Market -

Where customer satisfaction and personal service are priorities-
LOCALLY OWNED AND OPERATED



TOLLEY'S MARKET
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HIGHWAY 460—BUSINESS PAMPLIN, VA.

SPRING SALE
SAVE UP TO 50%
OFFICE SUPPLIES & FURNITURE

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- Office Chairs
- Calculators
- Labels
- Art Supplies by Grumbacher
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YOUR 1-STOP WEDDING CENTER
Carlson Craft
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NAPKINS, THANK YOUS
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- Rubber Stamps
- Laminating
- Copies
- Bulletin Boards
- Drafting Supplies
- Bookkeeping Supplies
- Ribbons for Typewriters and Calculators

LARGE STOCK SUPPLY—Also Dealer For Gestetner Plain Paper Copier

STANDING, from left to right, are Mrs. Carole Abernathy, Sarah Vaughan, Bill Vaughan and Lloyd Vaughan.

APPOMATTOX OFFICE SUPPLY
Lower Level - Times-Virginian Bldg. Appomattox
332-7684

Introduction to business deals with fundamentals

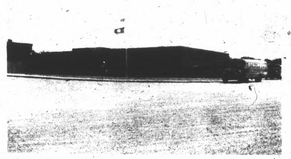
Introduction to Business is a one-year elective course available to all ninth or tenth grade students and recommended as the first course in vocational business educational curriculum. This course is designed to help the student understand business and how it affects his/her everyday life. The student has an opportunity to gain knowledge about the American business system as part of our total economic environment; to become skillful in selecting and using goods and services that are available from business, industry, and government; and to develop competency in managing personal affairs.

OSII class emphasizes variety of office skills

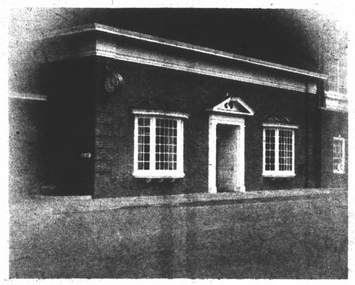
Office Specialist II is a one-year, double - period course at the twelth grade level. Emphasis is placed on communicaiton skills, letter composition, machine transcription, typewriting, records management, word processing applications and concepts, human relations and careers, and job interview preparation. The refinement of skills is enhanced through office simulations or related work training. Office Specialist I is a prerequisite to this course.

'Typewriting' is an elective

Typewriting I is a one-year elective course available to all students and required at the tenth grade level in a vocational business education curriculum. The students develop skill in touch typing and correct manipulation of the typewriter. Emphasis is placed on the development of basic typewriting skills and on the application of these skills in typewriting personal and business letters, outlines, manuscripts, and tabulated reports.



Our schools, our youth, our future!
Farmers National Bank takes this opportunity to salute our youth and the vo-educational program.



Preparing our young people for the realities of the future means a prosperous future for us all.
We believe in our youth and we believe in our future.
Farmers National Bank — we've a way of life!

The Farmers National Bank
THE ONLY BANK IN APPOMATTOX WITH TWO LOCATIONS TO SERVE YOU DOWNTOWN— TRIANGLE PLAZA SHOPPING CENTER

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We're Here Today To Help You With Tomorrow . . .
American Federal

AMERICAN FEDERAL
SAVINGS & LOAN ASSOCIATION

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- Interest Checking - Check Club/Bill Payer
- Investment Checking
- Super NOW Accounts
- Money Market Savings Certificates
- Passbook Savings Accounts
- Statement Savings Account
- Christmas Clubs
- Vacation Clubs
- Individual Retirement Accounts (Money Market Rates)
- Mortgage Loans (Purchase/Construction)
- Home Improvement Loans
- Automobile Loans
- Savings and Certificate Loans
- Transmatic Mortgage payments
- Transmatic Savings
- Direct Deposit Government Benefits
- Night Deposit Box
- Travelers Checks
- Money Orders
- Notary Service

FSLIC

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